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Received:
JQR
CEH
WRL
FILE

Distribution:
1 - each addressee
1 - each PCS member
1 - CEH
1 - PCS Chrono ✓

29 October 1954

MEMORANDUM FOR: [redacted] DDI 50X1
Dorothy Gilligan

[redacted] 50X1

SUBJECT: Instructions for [redacted] Mail 50X1

1. Mail from CIA to [redacted] 50X1
[redacted] should be prepared as follows: 50X1

a. Inner envelope: Stamp classification and type addressee's name on inner envelope. Cover with a sheet of white paper to ensure that classification will not show through outer envelope.

b. Outer envelope:

(1) Address as follows in all cases:

[redacted] 50X1

Via Registered Mail

(2) Return address on outer envelope in all cases:

Mr. E.M. Ashcraft 50X1

[redacted]

c. Seal material in envelopes (with document receipt made out from sender) and send via registered mail. Forward with pink mail slip to Mail Room.

2. Memoranda of 24 January and 9 August 1954, same subject, are superseded by the above instructions.

CLAUDE E. HAWLEY
Office of the Special Assistant
to the Director

SECRET

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